

CENTRAL INTELLIGENCE AGENCY
WASHINGTON 25, D. C.

Dear

This is to inform you that the actual processing of your application for employment with this Agency has been initiated for a position at Grade , salary per annum, as

We will require approximately thirty days to complete preliminary processing for employment with us. At the completion of that processing we will get in touch with you immediately and invite you to enter on duty at the earliest possible date. If you choose to enter on duty based on this preliminary processing, your full appointment is contingent on our successful completion of the full security clearance procedure which normally requires an additional sixty days barring unforeseen complications. The conversion to full appointment is automatic as soon as the full processing has been successfully completed.

Members of this Agency are entitled to the regular United States Government leave and retirement benefits, and salaries conform to the rates prescribed by the Congress for United States Government agencies.

During this processing period we would appreciate your advising us of any changes in your present status such as change in address, employment, marital status, et cetera. If during processing you find that you cannot accept a position with us, please advise us immediately.

If there are any questions concerning your application for employment with us, please do not hesitate to get in touch with us. We also wish to thank you for your cooperation and patience during this processing period. We hope that this information will be helpful in planning your interim activities.

Very truly yours,

Chief, Personnel Division

FIRST NOTICE TO THOSE ON WHOM
PROVISIONAL CLEARANCE HAS BEEN
REQUESTED.